

MEMORANDUM FOR: Deputy Director of Personnel for Planning
and Development
Special Support Assistant (Personnel)
Division Chiefs, Office of Personnel
Chief, Plans Staff, Office of Personnel

SUBJECT: Cancellation of Reporting Requirements

1. The Bi-Weekly Activity Reports and the Semi-Annual Plans and Progress Reports currently submitted to the Director of Personnel will not be required in the future. It is expected that each of you will continue to maintain adequate records of your accomplishments and workload statistics to meet occasional requirements for such information. Special activities or events previously reported in the Bi-Weekly Activity Reports and not already otherwise reported to the Director of Personnel will be reported by special memorandum or other appropriate means.

2. The annual plans and progress reports will continue to be required and will be due by 14 July. In accordance with previously issued instructions, these reports will cover accomplishments (described in narrative and statistically) during FY 1957, specific plans for FY 1958, and general objectives for FY 1959. Workload statistics reported for FY 1957 will be projected for FY 1958 and 1959.

S/


Assistant Executive Officer
Office of Personnel

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